TRICARE Region 15
Latin America and Canada

"How To" Download Forms Online

Click on the link below for the type of download you wish to perform. If you require assistance, please contact the TLAC Webmaster and we will be happy to assist.

Download A FREE Zip/Unzip Wizard to your PC
(This program is free and will allow you to "unzip" downloaded forms of all formats and types)

Download Zip Files/Forms to your PC
(These instructions will walk you through the process of downloading, unzipping and opening forms)

Downloading a FREE Zip/Unzip Wizard to Your PC

1. Open your browser and enter **http://www.winzip.com/ddchomea.htm** in the URL address line. **Click here** to be taken directly to this page on the Internet.
2. Once the website has opened, click **Download WinZip from CNET's download.cnet.com** (Fig. A). The File Download dialog box will appear.
3. Click **Save this file to disk** so the program can be saved to your PC hard drive.
4. **Click here** for the next set of directions.

Figure A

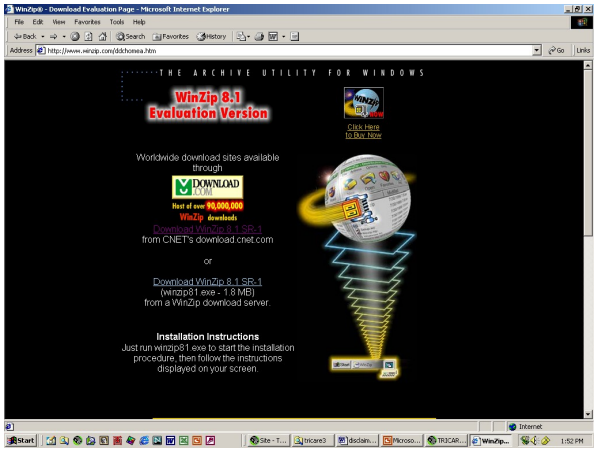
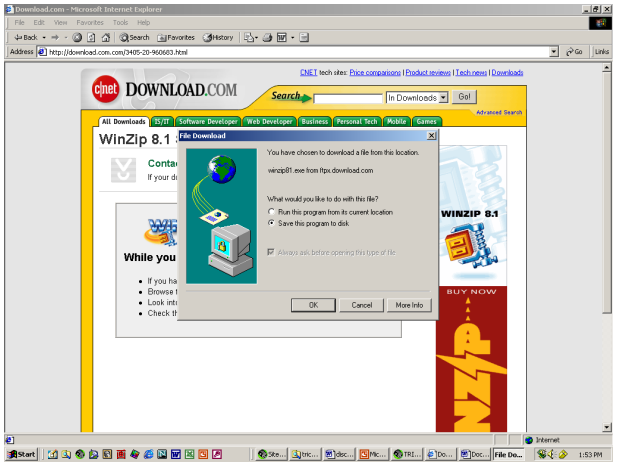

THE ARCHIVE UTILITY FOR WINDOWS
WinZip 8.1
Evaluation Version
Click Here to Buy Now
Worldwide download sites available through
Download WinZip 8.1 SR-1
from CNET's download.cnet.com
or
Download WinZip 8.1 SR-1
(winzip81.exe - 1.8 MB)
from a WinZip download server.
Installation Instructions
Just run winzip81.exe to start the installation procedure, then follow the instructions displayed on your screen.

Figure B



Downloading a FREE Zip/Unzip Wizard to Your PC

1. A Save As dialog box will appear (Figure C). Navigate to the place you wish to save the file on your PC hard drive and click **Save**.

   Note: We suggest you save the file to your desktop so you can easily locate the file.

2. The file will begin to download (Figure D).

3. When the download is complete, click **Close** the close the download window.

   Note: If a check mark is in Close this dialog box when download is complete, the window will automatically close.

4. Navigate to the location where the file was saved and double-click on the icon. This will activate the program to begin installation. Follow the on-screen directions for this process.

5. You are now able to download .zip files to your computer. We suggest you read the information found on the download site regarding this program.

6. Click here for instructions to Download Zip Files/Forms to Your PC.

Figure C

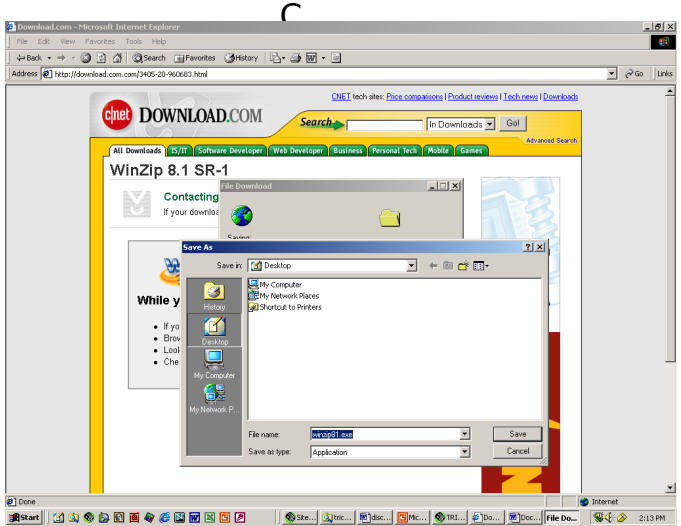
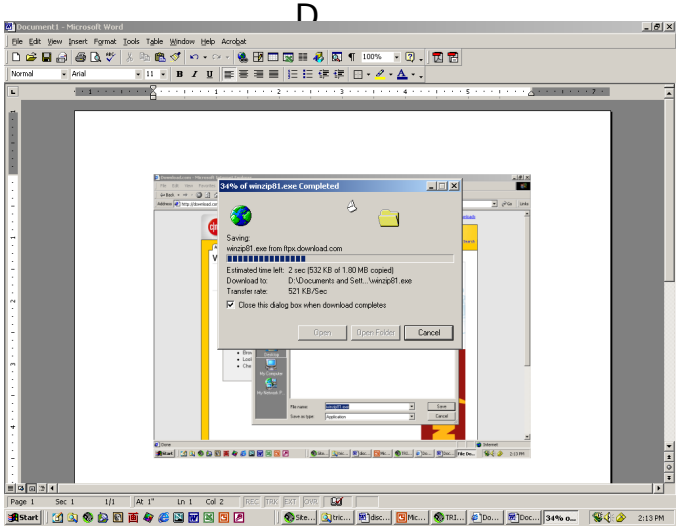


Figure D



Downloading Zip Files/Forms to Your PC

1. Select the form you wish to download.

   Note: We will use the TRICARE Enrollment form for Puerto Rico in this example.

2. The File Download dialog box will appear. Click **Save this file to disk** so the file can be saved to your PC hard drive.

3. A Save As dialog box will appear. Navigate to the place you wish to save the file on your PC hard drive and click **Save**.

   Note: We suggest you save the file to your desktop so you can easily locate the file.

4. The file will begin to download.

5. When the download is complete, click **Close** the close the download window.

   Note: If a check mark is in Close this dialog box when download is complete, the window will automatically close.

6. **Click here** for the next set of directions.

Downloading a Zip Files/Forms to Your PC

1. Navigate to the location where the file was saved and double-click on the icon. This will activate the WinZip program so you can extract the file.
2. Click the **file name** to highlight it and click **Extract**
3. An Extract dialog box will appear. Make sure the Extract to box has the correct location you want to extract the file. If not correct location is not shown, use the **Folders/drives** window to navigate to the location.
4. Once you select a location, click the **Extract** button. The file will be extracted and placed in the desired location.
5. When the extract/unzip is complete, use Windows Explorer to locate the file and confirm the unzip was successful. If the file is not present, repeat the process.
6. **Click here** for the next set of directions.

Success!!

Congratulations! You have just successfully downloaded and unzipped a compressed file via the Internet.

Should you require additional instructions or if you try the each different method and still cannot open or unzip a file, please contact your TRICARE Region 15 representative or the TRICARE Region 15 Webmaster. We will be more than happy to assist.